

**California Student Aid Commission (CSAC)
CAL GRANT GPA AND ENROLLMENT DATA UPLOAD Q & A
August 2012**

Enrollment File Questions

1. Will an enrollment file submission extension be granted to a college with a later starting fall term?

Yes, we will be granting exceptions as we have in the past. If you will need an extension, please contact Tabitha Frost, Cal Grant Operations, at (916) 464-2113 or tfrost@csac.ca.gov.

2. If the Social Security number (SSN) is less than nine digits, should it be zero or blank, left-filled?

The SSN field must have a valid nine-digit SSN. Any zeros in the SSN should be represented with a 0.

3. Will enrollment file uploads eliminate the need for September 2 award school changes?

It will help because the student's school of attendance is set based on the enrollment data file. This will almost always be the school where the student will accept the Cal Grant payment.

4. Some of our classes begin in October, if a student adds a class before the enrollment file deadline, are they considered "enrolled"?

If the student adds the coursework prior to the September enrollment file deadline you should include them in the Enrollment Upload file.

5. Will CSAC notify schools if there are concurrent enrollment issues?

Since a student cannot be paid at two schools, the schools in which the student is concurrently enrolled will have to determine who will pay the student.

6. Do we need to include the Header Record with the enrollment file?

No header record is required when uploading through the Enrollment Upload page.

7. What is the Web page address for us to submit this file?

WebGrants is located at <https://webgrants.csac.ca.gov>. Choose 'Upload GPAs' located within the GPA menu.

Grade Point Average (GPA) File Questions

1. How do we know if CSAC accepted our GPA file?

After CSAC processes the GPA uploads, CSAC will produce a "GPA Summary" report posted in WebGrants on the Report Download screen of the Data Transfer menu. Please verify that uploaded GPAs appear on this report.

2. Does the GPA verification file require a header?

Since the GPA verification file is uploaded through the WebGrants GPA Upload screen, you will not include a header.

3. How many units does the student need to have to submit a GPA?

A regular college GPA may be computed for students who have earned or received a minimum of 24 college semester units, or the equivalent. Students who were previously not eligible to compete for a Cal Grant award because of a low or missing high school GPA may reestablish their GPA. To provide a reestablished GPA, a student must have completed at least 16 semester units, but less than 24 semester units, of academic coursework at an accredited California Community College. Submission of a reestablished GPA (of at least 2.00) may be used only for Competitive Cal Grant B awards.

4. Can a student only submit a GPA from college or can they use a high school GPA?

A regular college GPA should be submitted if the student has completed at least 24 semester units or the equivalent. Otherwise, a student can submit their high school GPA or a reestablished GPA.

5. Are paper GPA verification forms sent to colleges? Or do we need to request them?

Many schools indicated that their campuses do not use the paper GPA form. So for that reason and due to budget constraints, no paper copies are provided by CSAC. Copies of the form may be downloaded at <http://www.csac.ca.gov/doc.asp?id=1177>.

6. Can credit units be counted as part of the 16 to 23 units completed? These are degree applicable but no grade is recorded.

No. The definition of an applicable GPA is a college GPA which must be calculated on a 4.00 maximum scale on the basis of all college work completed, excluding nontransferable units and courses not counted in the computation for admission to a California public institution of higher education that grants a baccalaureate degree. "All college work completed" includes all coursework for which grades are known to the reporting official and accepted for credit at the school reporting the GPA, regardless of the grade received.

7. How many terms back should we be including with the GPA and reestablished GPA?

The GPAs submitted for Cal Grant consideration are cumulative and should always include all grades known to the reporting institution.

8. Can we print a verification of an individual GPA submission?

Not at this time. You can, however, view or change already submitted GPAs on the Change/View GPA page.

9. We always get questions about who is supposed to verify whose GPA. Should other schools be verifying another school's GPA?

It is always appropriate for a school to calculate a GPA for a student who will be or who has attended their school. Please refer to the "Cal Grant GPA Calculation Instructions" and Chapter 4 of the "Cal Grant Reference Manual" for details on how to calculate GPAs.

10. Can we help you word the non-recipient letters? We sometimes have students who think we are pulling all their aid and they panic.

We always welcome suggestions from the financial aid community on how to improve CSAC processes and materials. Send your suggestions to schoolsupport.csac.ca.gov.